

## **Meeting Minutes**

Wednesday, February 6, 2019; 9:00am-10:00am  
Valerie C Woodard Center / 3205 Freedom Drive, Charlotte

### **Meeting goals:**

1. Plan for next meeting: February 20, 2019
2. Review Planning Body Workplan and meeting calendar
3. Review Executive Team Workplan and meeting calendar

**Attendance:** Chelsea Gulden, Christopher Jones, Shannon Farrar, Kayla Earley

### **Minutes**

#### ***Planning for 2/20/19 Meeting***

Participants reviewed the 2/20/2019 Draft Agenda. Christopher Jones and Shannon Farrar reported that they will not be in attendance for this meeting. Chelsea Gulden will preside over the meeting. Farrar appointed Needs Assessment Workgroup Member Christina Adeleke to provide a report out on this workgroup. Kayla Earley to make changes to the agenda before sending to the Planning Body.

Participants expressed that some conversations get off-topic or too lengthy during Planning Body meetings, particularly from non-voting participants. The Team reviewed current Bylaws and would like to more strenuously enforce the Public Comment guidelines. Earley will make proposed amendments to the Bylaws by 2/20/19; the Executive Team will schedule a vote for changes to the Bylaws on 3/20/19. Per the advice of the Executive Team, Earley will also make signs to be used by Co-Chairs to call meeting into order: “ELMO” (Enough, Let’s Move On) and “SUSB” (Step up, step back).

#### ***Membership Nominations***

Participants reviewed the names of people interested in becoming members of the Planning Body. The Executive Team unanimously agreed to nominate Lamar Gill for membership, as he has actively and meaningfully contributed to the Planning Body and Needs Assessment Workgroup since June 2018.

The Executive Team concurred to delay decisions for other candidates to one year, as they want to ensure that these candidates are a good fit for the Planning Body and acclimate to the TGA. These members will be encouraged to participate as non-voting participants in the interim.

Gulden also advised that the Planning Body should have an infographic and/or one-page document to make potential members aware of Planning Body activities and expectations. Earley to work on a draft with Membership Workgroup.

**Ryan White Planning Body: Executive Workgroup**  
Serving Anson, Cabarrus, Gaston, Mecklenburg, Union, and York Counties

***Fiscal Year 2019-2020 Meeting Calendar***

Participants reviewed the Fiscal Year 2019-2020 Meeting Calendar and Planning Body Workplan. Earley to make recommended changes and submit to the Executive Team with dissemination of the Planning Body's February Newsletter.

***Executive Team Workplan***

Participants reviewed the Executive Workgroup Workplan. Chelsea Gulden suggested that all Executive Team meetings should be in-person, rather than Skype, as this is more helpful for accomplishing a large amount of work. Gulden also asked for more frequent, brief communication from Earley. Earley agreed to send shorter, more frequent emails or phone calls in the future.

***Next Executive Team meeting: March 6, 2019***

The Executive Team will meet at 9:30am on Wednesday, March 6, 2019 at the Valerie C. Woodard Conference Center.